



California Civil Rights System

USER GUIDE

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

VERSION 2.0





Table of Contents

1. Introduction	4
1.1 User Guide Overview	4
2. System Overview.....	5
2.1 Login Screen	5
2.2 Home Screen.....	6
2.3 Start New Form Screen	7
2.4 Form Detail Screen.....	8
2.5 Confirmation Screen	9
2.6 Resume Form Screen	10
2.7 View Cases Screen.....	11
2.8 View Record Requests Screen.....	12
3. Common User Scenarios	13
3.1 Creating a CCRS Account.....	14
3.1.1 Step 1: Access the Registration Screen.....	14
3.1.2 Step 2: Complete Required Information.....	15
3.1.3 Step 3: Check Your Email	16
3.1.4 Step 4: Set Your Password	17
3.2 Logging Into CCRS.....	18
3.3 Resetting Your Password	19
3.3.1 Step 1: Access the Password Reset Screen.....	19
3.3.2 Step 2: Enter Email Address.....	20
3.3.4 Step 4: Reset Your Password	21
3.4 Updating Your Account.....	22
3.4.1 Step 1: Access Your Account.....	22
3.4.2 Step 2: Edit Your Account	23
3.4.3 Step 3: Save Changes to Your Account	24



3.5 Submitting an Intake Form.....	25
3.5.1 Step 1: Start a New Form.....	25
3.5.2 Step 2: Select the Form Type.....	26
3.5.3 Step 3: Enter Required Information.....	27
3.5.4 Step 4: Get Started.....	28
3.5.5 Step 5: Enter Related Parties.....	29
3.5.6 Step 6: Enter Complaint Details.....	39
3.5.7 Step 7: Upload Files.....	40
3.5.8 Step 8: Make Appointment.....	41
3.5.9 Step 9: Enter Demographics.....	42
3.5.10 Step 10: Verify & Submit.....	43
3.6 Viewing Your Case Status.....	45
3.7 Sending a Note to DFEH About Your Case.....	47
3.7.1 Step 1: View Submitted Cases.....	47
3.7.2 Step 2: Open the Notes Section.....	48
3.7.3 Step 3: Open Notes Tab.....	49
3.8 Obtaining a Right-to-Sue.....	50
3.8.1 Step 1: Start a New Form.....	50
3.8.2 Step 2: Select the Right-to-Sue Form.....	51
3.8.3 Step 3: Review Instructions.....	52
3.8.4 Step 4: Get Started.....	53
3.8.5 Step 5: Enter Related Parties.....	54
3.8.6 Step 6: Enter Complaint Details.....	61
3.8.7 Step 7: Upload Files.....	62
3.8.8 Step 8: Enter Demographics.....	63
3.8.9 Step 9: Verify & Submit.....	64
3.9 Amending a Right-to-Sue.....	66
3.9.1 Step 1: View Submitted Cases.....	66
3.9.2 Step 2: Open the Form.....	67



3.9.3 Step 3: Edit the Right-to-Sue Form	68
3.10 Requesting Public Records	69
3.10.1 Step 1: Start a New Form	69
3.10.2 Step 2: Select the Request Public Records Form	70
3.10.3 Step 3: Review Instructions	71
3.10.4 Step 4: Get Started	72
3.10.5 Step 5: Enter Request Details	73
3.10.6 Step 6: Upload Files	74
3.10.7 Step 7: Verify & Submit	75
3.11 Rescheduling an Intake Appointment	77
3.12 Withdrawing an Intake Form	83
3.13 Viewing an Issued Immediate Right-to-Sue	86
Appendix A: Release Notes	89
Release 1.0	89
Release 2.0	89



1. Introduction

1.1 User Guide Overview

The User Guide is organized into the following sections:

1. Introduction

- Introduces this guide, with an overview of CCRS

2. System Overview

- Provides a general description of the most common screens in CCRS

3. Common User Scenarios

- Provides step-by-step instructions for many common uses of CCRS

Appendix A

- Describes the changes for each CCRS release



2. System Overview

This section provides an overview of the most commonly used screens of the California Civil Rights System (CCRS).

CCRS has the following key functionality:

- Submitting, viewing, or editing an Intake Form
- Obtaining an Immediate Right-to-Sue notice
- Submitting a request for documents (also known as a PRA request)

Step-by-step instructions for common CCRS usages can be found in section 3. Common User Scenarios.

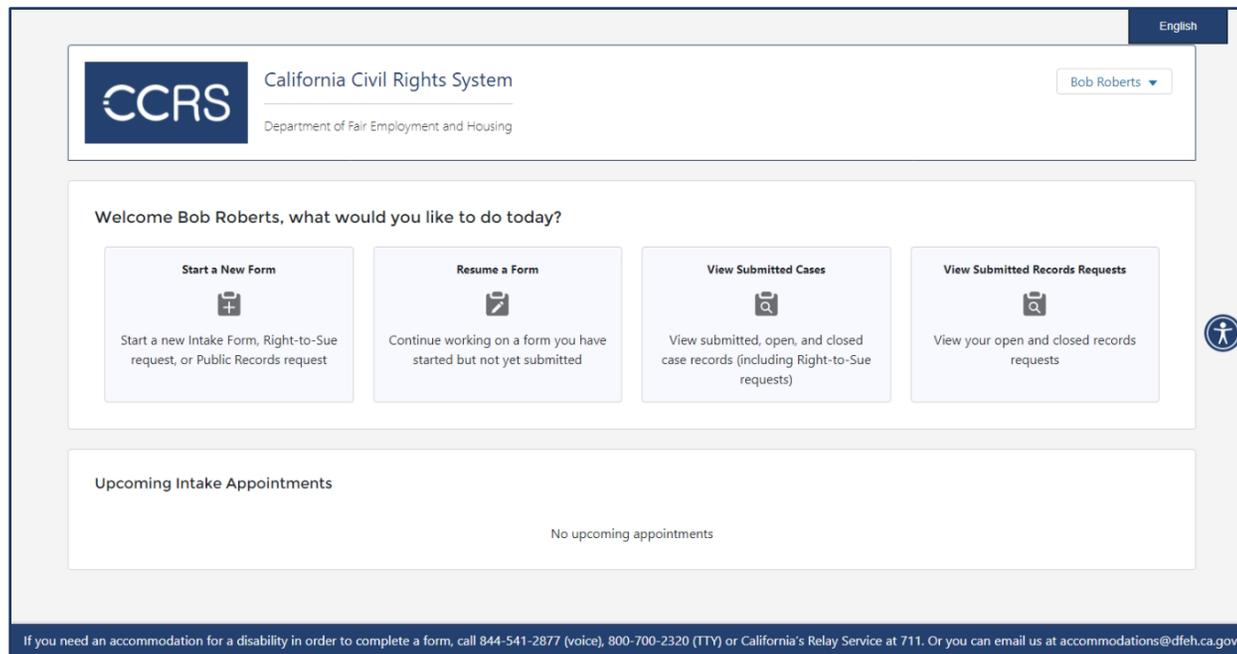
The screenshot shows the CCRS login page. At the top right, there is a language selector set to 'English'. The main header includes the CCRS logo and the text 'California Civil Rights System' and 'Department of Fair Employment and Housing'. Below the header, there is a 'Login' section with a form containing 'Email' and 'Password' fields, and buttons for 'Login', 'Register', and 'Forgot Password'. To the left of the login form is a 'Quick Links' section with several hyperlinks. At the bottom of the page, there are three columns of information: 'Get in touch with DFEH', 'Accessibility information', and 'For a translation'.

Login Screen

- This is the page displayed to access CCRS
- Provides information about the system and links to helpful resources

Actions Available

1. Register for a CCRS account
2. Log into CCRS
3. Reset your password
4. Access accessibility information
5. Access translation resources
6. Contact DFEH
7. Customize accessibility features



Home Screen

- This is the first page displayed upon accessing CCRS

Actions Available

1. Start a New Form
2. Resume a Form
3. View Submitted Cases
4. View Submit Records Requests
5. View Upcoming Intake Appointments
6. View/edit your CCRS account
7. Log out of CCRS



A screenshot of the 'Start New Form' screen in the California Civil Rights System. The page header includes the CCRS logo, the text 'California Civil Rights System' and 'Department of Fair Employment and Housing', and a user dropdown menu for 'Bob Roberts'. A navigation bar contains links for 'Home', 'Start a New Form', 'Resume a Form', 'View Cases', and 'View Record Requests'. The main content area is titled 'Start New Form' and includes a link to 'View Department of Fair Employment and Housing's Complaint Process'. Below this, a section titled 'Please select a form to get started' displays eight form categories in a grid: Employment, Immediate Right-to-Sue (for an Employment Complaint), Housing, Request Public Records, Criminal History in Employment, Unruh, Ralph, and Disabled Persons Act (CC54). Each category includes a brief description of the type of discrimination or issue it covers.

Start New Form Screen

- Displays all of the forms available to be completed in CCRS

Actions Available

1. Start a New Form. Forms available are:
 - a. Employment
 - b. Immediate Right-to-Sue
 - c. Housing
 - d. Request Public Records
 - e. Criminal History in Employment
 - f. Unruh
 - g. Ralph
 - h. Disabled Person Act (CC54)
 - i. Government Code 11135
 - j. Government Code 12990(c)
 - k. Sexual Harassment Prevention Training
 - l. Human Trafficking
2. Resume a Form
3. View Cases
4. View Records Request

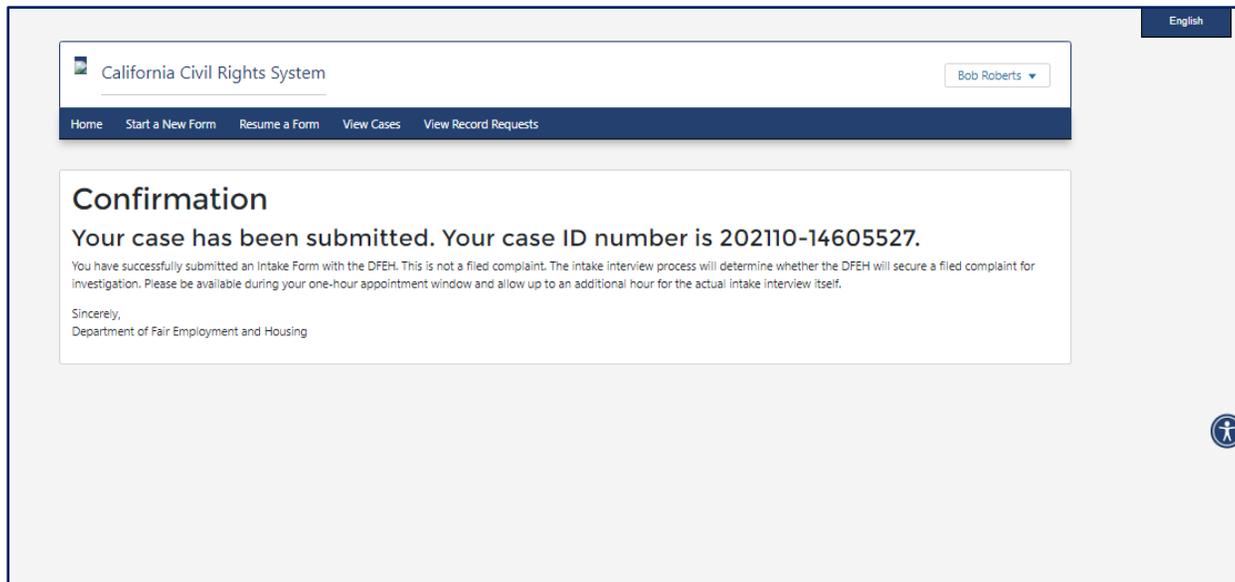
The screenshot shows the 'Get Started' page of the California Civil Rights System. At the top, there is a header with the CCRS logo, the system name, and the user name 'Bob Roberts'. Below the header is a navigation bar with links: Home, Start a New Form, Resume a Form, View Cases, and View Record Requests. On the left side, there is a vertical menu with steps: Get Started (highlighted), Related Parties, Complaint Details, Upload Files, Appointment, Demographics, and Verify & Submit. The main content area is titled 'Get Started' and contains instructions for starting the intake form. It includes a 'Case Summary' section with fields for Case # (202111-14617407), Case Name, Form Type (Employment), and Status (Draft). There are also two toggle switches for accommodations: 'Do you require special accommodation when interacting with DFEH?' and 'Do you require a language interpreter when interacting with DFEH?'. A footer at the bottom provides contact information for accommodations.

Form Detail Screen

- Provides information about the specific form being completed and links to helpful resources
- The blue form steps on the left can be used to navigate throughout the form
- The form steps may be different depending on the form selected.

Actions Available

1. Select a form step
2. Select “Previous” to move to the previous form step
3. Select “Next” to move forward a step in the form



Confirmation Screen

- Provides confirmation that the form has been submitted successfully

Actions Available

1. Start a New Form
2. Resume a Form
3. View Cases
4. View Records Request



The screenshot shows the 'Resume Form Screen' in the California Civil Rights System. The header includes the CCRS logo, the system name, and the user 'Bob Roberts'. A navigation bar contains 'Home', 'Start a New Form', 'Resume a Form', 'View Cases', and 'View Record Requests'. Below this are search and filter options: 'Show' (20), 'Sort By' (Submit Date (New - Old)), and a search box. A table displays details for case 202110-14604426 - Roberts / Big Data. The table has three columns: Form Type, Case Number, Status, Assigned Staff, Date Submitted, Date Filed, and Date Closed. Below the table are buttons for 'View Form', 'Files & Notes', and 'Print Summary'. At the bottom, there are pagination controls: 'First', 'Previous', '1 of 1', 'Next', and 'Last'. A footer note provides contact information for accommodations.

Form Type	Case Number	Status	Assigned Staff	Date Submitted	Date Filed	Date Closed
Employment	202110-14604426	Unsubmitted	Pending			

Resume Form Screen

- Displays cards for cases where the form has not been submitted

Actions Available

1. Sort and filter forms
2. View forms
3. Attach files and notes
4. Print a summary of the form



The screenshot shows the 'View Cases' interface. At the top, there is a header with the 'CCRS' logo, the text 'California Civil Rights System', and 'Department of Fair Employment and Housing'. A user dropdown menu shows 'Bob Roberts'. Below the header is a navigation bar with links: 'Home', 'Start a New Form', 'Resume a Form', 'View Cases' (highlighted), and 'View Record Requests'. The main area contains filters for 'Show' (set to 20), 'Sort By' (set to 'Submit Date (New - Old)'), and a search bar. A 'Refine filter' button is also present. A case card for '202110-14604426 - Roberts / Big Data' is displayed, containing a table of case details and three action buttons: 'View Form', 'Files & Notes', and 'Print Summary'. At the bottom of the case card, there are pagination controls: 'First', 'Previous', '1 of 1', 'Next', and 'Last'. A footer at the bottom of the page provides contact information for accommodations.

Form Type	Employment	Date	Submitted
Case Number	202110-14604426	Date Filed	
Status	Unsubmitted	Date Closed	
Assigned Staff	Pending		

View Cases Screen

- Displays cards for all submitted cases

Actions Available

1. Sort and filter cases
2. View forms
3. Attach files and notes
4. Print a summary of the form



The screenshot displays the 'View Record Requests' interface. At the top, there is a header with the CCRS logo, the text 'California Civil Rights System' and 'Department of Fair Employment and Housing', and a user profile dropdown for 'Bob Roberts'. Below this is a navigation bar with links for 'Home', 'Start a New Form', 'Resume a Form', 'View Cases', and 'View Record Requests'. The main content area includes a 'Show' dropdown set to '20', a 'Sort By' dropdown set to 'Submit Date (New - Old)', and a search input field. A 'Refine filter' button is located to the right of the search field. At the bottom of the content area, there are pagination controls: 'First', 'Previous', '1 of 0', 'Next', and 'Last'. A small accessibility icon is visible on the right side of the page. A footer at the bottom of the screenshot provides contact information for accommodations.

View Record Requests Screen

- Display cards for Public Records Requests

Actions Available

1. Sort and filter requests
2. View forms
3. Attach files and notes
4. Print a summary of the form



3. Common User Scenarios

Following are a few of the most common ways a user may interact with the California Civil Rights System (CCRS). Click on the blue box below to go the instructions for each scenario. This guide is not intended to be a comprehensive list of all the ways to use CCRS.

Creating a CCRS Account

Logging Into CCRS

Resetting Your Password

Updating Your Account

Submitting an Intake Form

Viewing Your Case Status

Sending a Note to DFEH About Your Case

Obtaining a Right to Sue

Amending a Right to Sue

Requesting Public Records

Rescheduling an Intake Appointment

Withdrawing an Intake Form

Viewing an Issued Immediate Right-to-Sue Form

If you need assistance with something not listed or have questions, contact DFEH at contact.center@dfeh.ca.gov or call (800) 884-1684 for assistance.



3.1 Creating a CCRS Account

3.1.1 Step 1: Access the Registration Screen



English

CCRS California Civil Rights System
Department of Fair Employment and Housing

California Civil Rights System

CCRS is an online public portal. Log in to file an intake form and schedule an intake interview with DFEH, obtain a Right-to-Sue notice, request public records, or view your pending cases.

Quick Links

- [Report Discriminatory Applications and Advertisements to DFEH](#)
- [CCRS User Guide](#)
- [CCRS Outages and Scheduled Maintenances](#)
- [Privacy and Security](#)
- [CCRS Accessibility](#)
- [Send us feedback](#)

Login

Email
Enter email

Password
Enter Password

Login Register

A

Forgot Password

Get in touch with DFEH

The Department of Fair Employment and Housing is open Monday through Friday from 8 am to 5 pm PST except on these [holidays](#). For general information:

1. Call our Communication Center at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
2. Email contact.center@dfeh.ca.gov
3. Write to: 2218 Kausen Drive, Suite 100, Elk Grove, CA

Accessibility information

- [Access for people with disabilities](#)
- [Language services](#)
- [Información en Español](#)
- [Tribal consultation policy](#)

For a translation

DFEH assists anyone who needs a translation into his or her native language:

- [Información en Español](#)
- DFEH Language Access Coordinator:
 - 1-844-821-3465
 - 1-888-519-5917
 - language.access@dfeh.ca.gov
- State bilingual services:

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Select “Register”



3.1.2 Step 2: Complete Required Information

English

CCRS

Account Registration

Salutation **First Name*** **Last Name***

Choose... [input] [input]

Pronoun(s) **Email***

Choose... [input]

Enter your phone number: [input] Enter your mobile number: [input]

Register with an address Yes

Street* [input]

City* **State*** **Zip***

[input] Choose... [input]

How did you hear about DFEH?

Choose... [input]

I agree to DFEH's [Privacy Policy](#)

Register

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

A

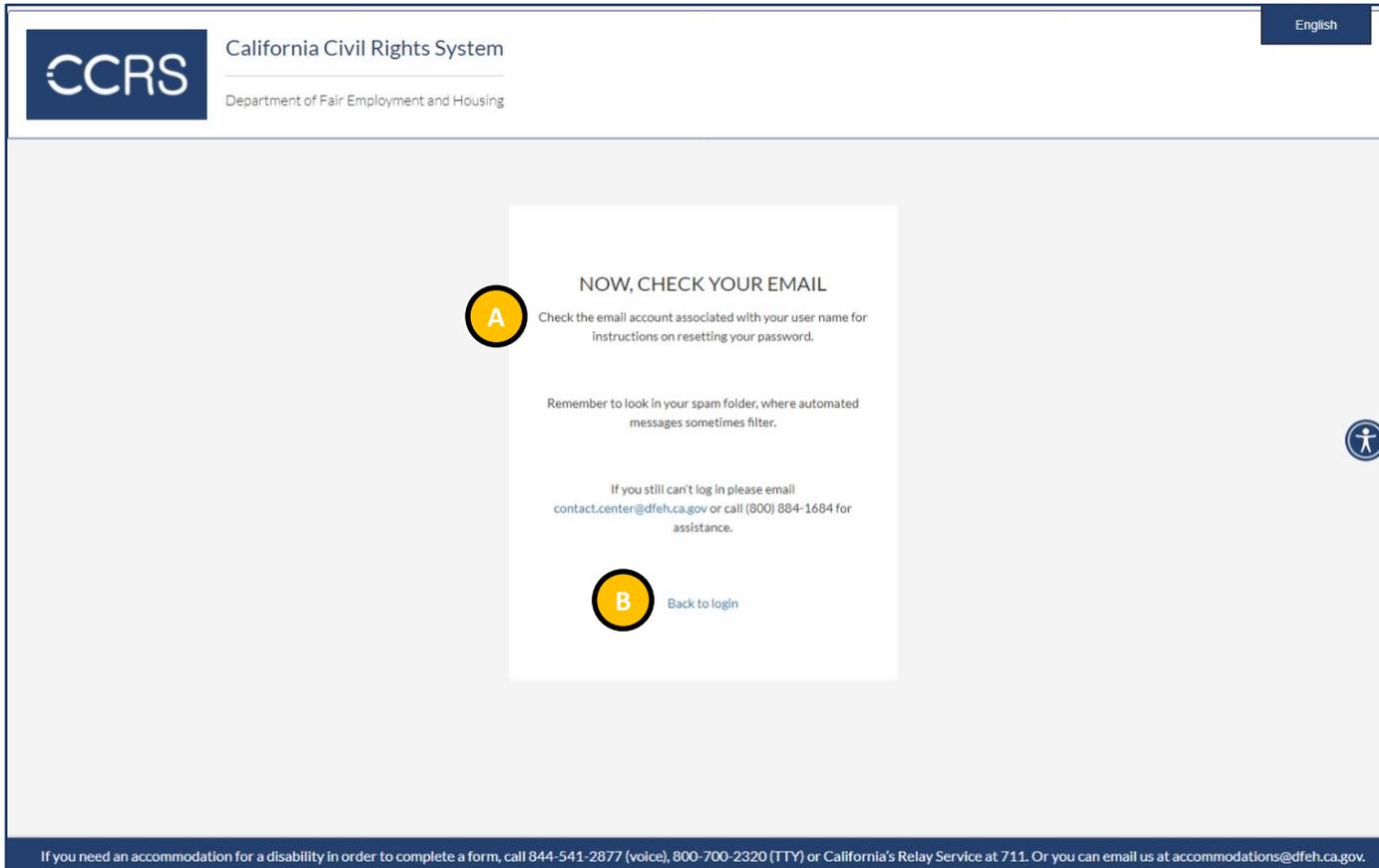
- Complete all required information
- Required information is denoted by both an asterisk following the field label and the field label displaying in a bold red font
- Required fields include First Name, Last Name, Email Address, Street, City, State and Zip.

B

B

- Agree to the DFEH Privacy Policy by clicking the box
- Select “Register”

3.1.3 Step 3: Check Your Email



The screenshot shows the CCRS website header with the logo and 'California Civil Rights System Department of Fair Employment and Housing'. A central white box contains the following text:

A NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password.

Remember to look in your spam folder, where automated messages sometimes filter.

If you still can't log in please email contact.center@dfeh.ca.gov or call (800) 884-1684 for assistance.

B Back to login

At the bottom of the page, there is a footer: 'If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.'



- Access your email
- An email from **Cal Civil Rights System** should have been delivered
- Follow the instructions in the email



- Select “Back to login” to return to the Login screen



If you do not see an email from Cal Civil Rights System, check your email's junk folder. Otherwise, emails may be delayed based upon CCRS's transaction volume or from the email provider. If the email does not arrive, contact DFEH at contact.center@dfeh.ca.gov or call (800) 884-1684 for assistance.



3.1.4 Step 4: Set Your Password

A

- Following the criteria, create a new password
- Enter the **New Password**
- Enter it again to **Confirm New Password**

B

- Select “Change Password”



3.2 Logging Into CCRS

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

California Civil Rights System

CCRS is an online public portal. Log in to file an intake form and schedule an intake interview with DFEH, obtain a Right-to-Sue notice, request public records, or view your pending cases.

Quick Links

- [Report Discriminatory Applications and Advertisements to DFEH](#)
- [CCRS User Guide](#)
- [CCRS Outages and Scheduled Maintenances](#)
- [Privacy and Security](#)
- [CCRS Accessibility](#)
- [Send us feedback](#)

Login

Email
Enter email

Password
Enter Password

Login Register

Forgot Password

Get in touch with DFEH

The Department of Fair Employment and Housing is open Monday through Friday from 8 am to 5 pm PST except on these [holidays](#). For general information:

1. Call our Communication Center at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
2. Email contact.center@dfeh.ca.gov
3. Write to: 2218 Kausen Drive, Suite 100, Elk Grove, CA

Accessibility information

- [Access for people with disabilities](#)
- [Language services](#)
- [Información en Español](#)
- [Tribal consultation policy](#)

For a translation

DFEH assists anyone who needs a translation into his or her native language:

- [Información en Español](#)
- DFEH Language Access Coordinator:
 - 1-844-821-3465
 - 1-888-519-5917
 - language.access@dfeh.ca.gov
- State bilingual services:

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Enter the **Email** used when registering with CCRS
- Enter the **Password**

B

- Select “Login”

C

- In the event of a lost or forgotten password, see section [3.3 Resetting Your Password](#)



3.3 Resetting Your Password

3.3.1 Step 1: Access the Password Reset Screen



English

CCRS California Civil Rights System
Department of Fair Employment and Housing

California Civil Rights System

CCRS is an online public portal. Log in to file an intake form and schedule an intake interview with DFEH, obtain a Right-to-Sue notice, request public records, or view your pending cases.

Quick Links

- [Report Discriminatory Applications and Advertisements to DFEH](#)
- [CCRS User Guide](#)
- [CCRS Outages and Scheduled Maintenances](#)
- [Privacy and Security](#)
- [CCRS Accessibility](#)
- [Send us feedback](#)

Login

Email
Enter email

Password
Enter Password

Login Register

A Forgot Password

Get in touch with DFEH

The Department of Fair Employment and Housing is open Monday through Friday from 8 am to 5 pm PST except on these [holidays](#). For general information:

1. Call our Communication Center at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
2. Email contact.center@dfeh.ca.gov
3. Write to: 2218 Kausen Drive, Suite 100, Elk Grove, CA

Accessibility information

- [Access for people with disabilities](#)
- [Language services](#)
- [Información en Español](#)
- [Tribal consultation policy](#)

For a translation

DFEH assists anyone who needs a translation into his or her native language:

- [Información en Español](#)
- DFEH Language Access Coordinator:
 - 1-844-821-3465
 - 1-888-519-5917
 - language.access@dfeh.ca.gov
- State bilingual services:

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Select “Forgot Password”



3.3.2 Step 2: Enter Email Address

CCRS California Civil Rights System
Department of Fair Employment and Housing

English

PASSWORD RESET

To reset your password, we'll need the email address that was being used to sign into CCRS. Enter the email address below and we'll send a password reset link and instructions

Remember to look in your spam folder, where automated messages sometimes filter.

If you still can't log in please email contact.center@dfeh.ca.gov or call (800) 884-1684 for assistance.

A Email Address

B Send Reset Password Link

C Cancel

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Enter the **Email Address** used for accessing CCRS

- Select “Send Reset Password Link”
- CCRS will send a verification link to the provided email address
- Open the email from Cal Civil Rights System
- Follow the provided instructions and select the secure link

- If the password is found or should not be changed, select “Cancel”



If you do not see an email from Cal Civil Rights System, check your email's junk folder. Otherwise, emails may be delayed based upon CCRS's transaction volume or from the email provider. If the email does not arrive, contact DFEH at contact.center@dfeh.ca.gov or call (800) 884-1684 for assistance.



3.3.3 Step 3: Reset Your Password

CCRS

Change Your Password

Enter a new password for Make sure to

Include at least:

- 15 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ¹

* New Password

* Confirm New Password

Change Password

Password was last changed on 10/27/2021 4:58 PM.

© 2021 www.dfeh.ca.gov. All rights reserved.

A

- Following the criteria, create a new password
- Enter the **New Password**
- Enter it again to **Confirm New Password**

B

- Select “Change Password”



3.4 Updating Your Account

3.4.1 Step 1: Access Your Account

English

A Bob Roberts

B My account

Logout

Welcome Bob Roberts, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments

No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- When logged in (see section [3.2 Logging Into CCRS](#)), select the arrow icon.



- Select “My account” from the user dropdown menu



3.4.2 Step 2: Edit Your Account

English

California Civil Rights System

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

User
Bob Roberts

Edit

Title	Company Name	Active
		<input checked="" type="checkbox"/>

▼ About

Name
Bob Roberts

▼ Contact

Email
(916) 555-4321

Phone
(916) 555-1234

Address
[1234 Main Street](#)
[Sacramento, CA 95825](#)
[US](#)

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Select “Edit” to make changes to your account



3.4.3 Step 3: Save Changes to Your Account

A

- Make updates to your name and/or contact information if needed

B

- Select “Save” to apply any changes

C

- If information does not need to be updated, select “Cancel”



3.5 Submitting an Intake Form

3.5.1 Step 1: Start a New Form

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Welcome Bob Roberts, what would you like to do today?

- A** **Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments

No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- When logged in (see section [3.2 Logging Into CCRS](#)), select “Start a New Form”



3.5.2 Step 2: Select the Form Type

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts ▾

Home Start a New Form Resume a Form View Cases View Record Requests

Start New Form
View Department of Fair Employment and Housing's [Complaint Process](#)

A Please select a form to get started

Employment Employment discrimination, harassment and/or retaliation	Immediate Right-to-Sue (for an Employment Complaint) File an employment discrimination lawsuit instead of using the DFEH investigation process. This is advisable only if you have an attorney.	Housing Housing discrimination, harassment and/or retaliation	Request Public Records Submit a records request for one or more closed DFEH cases
Criminal History in Employment Discrimination based on use of criminal history information in employment decisions	Unruh Discrimination or harassment by business establishments	Ralph Intimidation or acts of hate violence	Disabled Persons Act (CC54) Discrimination in services due to a disability or medical condition.

- Select the form to file. If you are unsure which intake form to use, visit www.dfeh.ca.gov for more information or contact DFEH by email at contact.center@dfeh.ca.gov or by phone at 800-884-1684.



3.5.3 Step 3: Enter Required Information

View Department of Fair Employment and Housing's [Complaint Process](#) English

Please select a form to get started

Employment
Employment discrimination, harassment and/or retaliation

A Did any of the alleged incidents occur in California?
 Yes No

Have you already filed this complaint with the U.S. Equal Employment Opportunity Commission (EEOC)?
 Yes No

Is your complaint against a federal government agency or employer?
 Yes No

Does your complaint allege discrimination based on the use of criminal history information in an employment decision?
 Yes No

How many people work for the employer/company that you are filing this complaint against? (Estimate for the whole company, not just your job site.)
 1-14 15-49 50-100 101-200 201-500 501 or more Unknown

C **B**

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Enter the required information
- Required information is denoted by both an asterisk following the field label and the field label displaying in a bold font
- The questions in the popup vary depending on the type of form to be filed

- Select “Create Intake” to save your responses and continue the form

- Select “Cancel” to close the popup



3.5.4 Step 4: Get Started

The screenshot shows the 'Get Started' page of the California Civil Rights System. At the top left is the CCRS logo and the text 'California Civil Rights System' and 'Department of Fair Employment and Housing'. A user name 'Bob Roberts' is displayed in the top right. A navigation bar contains links: Home, Start a New Form, Resume a Form, View Cases, and View Record Requests. On the left, a vertical navigation menu (A) lists: Get Started, Related Parties, Complaint Details, Upload Files, Appointment, Demographics, and Verify & Submit. The main heading 'Get Started' (B) is followed by instructions: 'It is important that you read these instructions completely before you start the intake form.' Below this, it states: 'Submitting an intake form does not constitute the filing of a complaint. By submitting this form, you are asking the Department of Fair Employment and Housing (DFEH) to review the information you provide for possible filing and investigation of a DFEH complaint. After the completion and submission of this intake form you will be scheduled for an intake interview with a DFEH representative. The DFEH representative will determine if a complaint can be accepted for investigation. Your submission of this document acknowledges that you have read and agree to the [DFEH's Privacy Policy](#).' It then says: 'To complete the intake form you must provide information about the facts of your complaint including the person(s), business(es) or landlord that caused you harm. As you complete each section of the form your progress will be saved. If you are unable to complete the entire form now you can return to change or complete the form within 30 days of starting it. If you do not submit the Intake Form within 30 days of first starting it, the information you provided will be deleted. YOU MUST COMPLETE AND SUBMIT THE FORM FOR THE DFEH TO REVIEW IT.' A link for 'Further details on the complaint process.' is provided. Below the instructions, a 'Case Summary' box (C) shows: Case #: 202111-14617407, Case Name: Employment, and Status: Draft. Two toggle questions are present: 'Do you require special accommodation when interacting with DFEH?' and 'Do you require a language interpreter when interacting with DFEH?'. A 'Next >' button (D) is at the bottom right. A footer at the bottom of the page reads: 'If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.'

- The form navigation menu displays on the left of the screen.
- Select any step to be navigated to it. The steps vary depending on the form type.

- Instructions for the form display

- Some forms ask if special accommodations or a language interpreter is required when interacting with DFEH. Select “Yes” or “No”.

- Select “Next” to continue the form



3.5.5 Step 5: Enter Related Parties

A

- You will be taken to the **Related Parties** screen, where there are instructions and an explanation of terms

B

- Select “Add” in the **Complainant** box

C

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

C



3.5.5.1 Step 5a: Add Complainant

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Add Complainant

Person filing complaint

A Add Myself
Add myself to this role

B Create and add new Entry
Create a new party and add them to this case

Cancel

Case Summary
Case #: 202111-14615701
Case Name:
Form Type: Employment
Status: Draft

Additional Respondents
Add Additional Respondent

No Additional Respondents

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Select “Add Myself” if you are submitting your own complaint

- Select “Create and add new Entry” if you are submitting a complaint on behalf of someone else



3.5.5.2 Step 5b: Add Complainant Representative

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms

Complainant – The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

Primary Parties

COMPLAINANT (A) Bob Roberts
123 A Street
Sacramento, CA 95835
Edit Remove

COMPLAINANT REPRESENTATIVE (B) Add
OPTIONAL

PRIMARY RESPONDENT Add
REQUIRED

Additional Respondents

Add Additional Respondent

No Additional Respondents

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- After adding a complainant to the form, their information appears in the **Complainant** box
- Edit or remove the complainant information by selecting either "Edit" or "Remove"



- Optional: Select "Add" in the **Complainant Representative** box if the complainant is represented by an attorney or other party



Explanation of Terms

Complaint - A signed, written document requesting that the Department of Fair Employment and Housing investigate the allegation(s) of discrimination, harassment, or retaliation.

Complainant - The individual filing the complaint.

Complainant Representative - A person who is fully authorized to represent the Complainant.

Primary Respondent - The business or person who the complaint is being filed against.

Additional Respondent - Any additional businesses or persons who the complaint is being filed against.

Respondent Representative - The person who is fully authorized to represent the Respondent.

Add Complainant Representative

- A** Add Myself
Add myself to this role
- B** Create and add new Entry
Create a new party and add them to this case

Cancel

No Additional Respondents

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Select “Add Myself” to add yourself as the Complainant’s Representative

- Select “Create and add new Entry” to add a new party as the Complainant’s Representative



3.5.5.3 Step 5c: Add Primary Respondent

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Case Summary
Case #: 202111-14615701
Case Name: Roberts / No Primary Respondent
Form Type: Employment
Status: Draft

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms

Complainant – The individual filing the complaint.
Complainant Representative – A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative – The person who is fully authorized to represent the Respondent.

Primary Parties

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
Bob Roberts 123 A Street Sacramento, CA 95835	Add	Add
Edit Remove	OPTIONAL	REQUIRED

Additional Respondents

Add Additional Respondent

No Additional Respondents

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- After adding a complainant representative to the form, their information appears in the **Complainant Representative** box
- Edit or remove the representative information by selecting either “Edit” or “Remove”



- Select “Add” in the **Primary Respondent** box



- Select “Create and add new Entry” to add the Respondent to your complaint



English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Case Summary
Case #: 202111-14617407
Case Name:
Form Type: Employment
Status: Draft

Related Parties

Add new account

Please select the account type

A Person Account
Select to add an individual

B Business Account
Select to add a business or company

Cancel Back

Primary Parties

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
Add	Add	Add
REQUIRED	OPTIONAL	REQUIRED

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Select “Person Account” if the Respondent is an individual

B

- Select “Business Account” if the Respondent is a business or company



3.5.5.4 Step 5d: Add Additional Respondents

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests English

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Case Summary
Case #: 202111-14617407
Case Name:
Form Type: Employment
Status: Draft

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms

Complainant – The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

Primary Parties

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
<input type="button" value="Add"/>	<input type="button" value="Add"/>	<input type="button" value="Add"/>
REQUIRED	OPTIONAL	REQUIRED

Additional Respondents

No Additional Respondents

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- Optional: Select “Add Additional Respondent” if there is more than one Respondent



The screenshot displays the California Civil Rights System (CCRS) interface. At the top, the CCRS logo and name are visible, along with the Department of Fair Employment and Housing. A user profile for 'Bob Roberts' is shown in the top right. The main navigation bar includes links for 'Home', 'Start a New Form', 'Resume a Form', 'View Cases', and 'View Record Requests'. The left sidebar contains a vertical menu with options: 'Get Started', 'Related Parties', 'Complaint Details', 'Upload Files', 'Appointment', 'Demographics', and 'Verify & Submit'. The 'Related Parties' section is active, showing 'Instructions' and a list of parties. A modal window titled 'Add Respondent' is open, with the subtitle 'Entity or person alleged to have committed a practice made unlawful'. Inside the modal, a yellow circle with the letter 'A' highlights the 'Create and add new Entry' button. Below this button is a 'Cancel' button. The background shows a 'Case Summary' for Case # 202111-14615701, Case Name 'Roberts / No Primary Respondent', Form Type 'Employment', and Status 'Draft'. The 'Additional Respondents' section at the bottom shows 'No Additional Respondents' and a button to 'Add Additional Respondent'.



- Select “Create and add new Entry” to add the Respondent to your complaint



- Select “Person Account” if the Respondent is an individual

- Select “Business Account” if the Respondent is a business or company



3.5.6 Step 6: Enter Complaint Details

A

- Enter the required information
- Required information is denoted by both an asterisk following the field label and the field label displaying in a bold red font
- The questions vary depending on the type of form to be filed

B

- Once you select a checkbox, additional information will display to allow you to select the basis of your complaint and the harm you are alleging

C

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step



3.5.7 Step 7: Upload Files

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files (A)
Appointment
Demographics
Verify & Submit

Upload Files

All documents submitted to the DFEH by any party, whether uploaded to this website or sent by other means, are public records that may be subject to disclosure under the California Public Records Act, Government Code section 6250 et seq.

Save & Upload
Upload Files Or drop files

No files to download

< Previous Next > (B)

Case Summary
Case #:
202110-14605527
Case Name:
Roberts / Big Data
Form Type:
Employment
Status:
Draft

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Select “Upload Files” to include attachments with the form

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step



3.5.8 Step 8: Make Appointment

A

- Enter the required information
- Required information is denoted by both an asterisk following the field label and the field label displaying in a bold red font
- The questions vary depending on the type of form to be filed

B

- Select a date and time for your intake appointment. Appointments with an X are not available.
- Once you have selected an intake appointment it is reserved for 60 minutes.
- You must submit your form while the appointment is reserved to secure your appointment date/time. Otherwise you will be directed to go back to this page and select a new appointment.

C

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step



3.5.9 Step 9: Enter Demographics

English

Bob Roberts

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Demographics

Appointment Information

You currently have an appointment slot reserved on Friday, November 12, 2021 during the 9AM-10AM hour.
Your current appointment reservation will expire in 52 minutes.

Demographic information for the primary complainant
THIS INFORMATION IS OPTIONAL AND IS ONLY USED FOR STATISTICAL PURPOSES

Birthdate: Gender or Gender Identity:

Marital Status: National Origin:

Ethnicity: Race:

Primary Language:

Religion: Sexual Orientation:

Disability:

- AIDS or HIV
- Blood/Circulation
- Brain/Nerves/Muscles
- Digestive/Urinary/Reproduction
- Hearing
- Heart
- Limbs (Arms/Legs)
- Mental
- Sight
- Speech/Respiration
- Spinal/Back/Respiration
- Other Disability

Case Summary

Case #:
202110-14605527

Case Name:
Roberts / Big Data

Form Type:
Employment

Status:
Draft

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TDD) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Enter optional demographic information

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step

B



3.5.10 Step 10: Verify & Submit

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

English

Bob Roberts

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Verify & Submit

Appointment Information

You currently have an appointment slot reserved on Friday, November 12, 2021 during the 9AM-10AM hour.
Your current appointment reservation will expire in 49 minutes.

By submitting this complaint, you are declaring under penalty of perjury under the laws of the State of California that, to the best of your knowledge, all information contained in this complaint is true and correct, except matters stated on your information and belief, and you declare that those matters you believe to be true.

Printable View

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

Employment Discrimination, Harassment, Retaliation

This document is not your proof of submission. Complete the submission process within 30 days to initiate DFEH review. After 30 days, all information provided will be erased from the DFEH website.

Roberts / Big Data

INSTRUCTIONS

Are you filing for someone else:

COMPLAINANT INFORMATION

Name: **Bob Roberts**
Address: **123 A Street**
City/State/Zip: **Sacramento, CA 95835**

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Verify the form summary

B

- Select “Printable View” for a printer-friendly version of the form



Most Recent Date of Harm: 10/16/2021

Is the harm continuing?: Yes

I ALLEGE THAT I EXPERIENCED HARASSMENT:

Because of my actual or perceived:

- Ancestry
- Gender identity or expression
- Family Care or Medical Leave (CFRA)

Briefly describe what you believe to be the reason(s) for the discrimination, harassment, or retaliation. (Optional)

Following is a list of uploaded document(s)

Document Name	Update Date/Time
Big Data File	10/27/2021 9:58

Do you need special accommodations? No

Do you need a language interpreter? No

Appointment

Contact phone number: (123) 456-7890

Appointment date: 11/12/2021

Appointment hour: 9AM-10AM

Appointment status: New

NOT A LEGALLY BINDING DOCUMENT. This document does not constitute proof of filing of a Employment form with the DFEH. For additional information, please visit www.dfeh.ca.gov or contact the DFEH at 800-884-1684.

A

B

English

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Select “Submit” to complete the form
- If you are not ready to submit your form, you can come back and finish it within 30 days of starting it. See section [2.6 Resume Form](#).
- Once your case has been successfully submitted, you will receive an email with the appointment date/time. Reference your DFEH case # if you need to contact DFEH about this case.

B

- Select “Previous” to navigate to the previous form step



3.6 Viewing Your Case Status

The screenshot displays the user interface for the California Civil Rights System. At the top, the logo for CCRS (California Civil Rights System) is shown alongside the text "California Civil Rights System" and "Department of Fair Employment and Housing". A user profile dropdown menu is visible, showing "Bob Roberts". Below this, a welcome message reads "Welcome Bob Roberts, what would you like to do today?". Four main action buttons are presented: "Start a New Form", "Resume a Form", "View Submitted Cases", and "View Submitted Records Requests". The "View Submitted Cases" button is highlighted with a yellow circle containing the letter "A". Below these buttons, there is a section for "Upcoming Intake Appointments" which currently shows "No upcoming appointments". At the bottom of the page, a footer provides contact information for accommodations: "If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov."



- To view your Case Status, select “View Submitted Cases”



English

CCRS California Civil Rights System Department of Fair Employment and Housing Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Show 20 Sort By Submit Date (New - Old) Search Refine filter

A 202110-14604426 - Roberts / Big Data

Form Type	Employment	Date
Case Number	202110-14604426	Submitted
Status	Unsubmitted	Date Filed
Assigned Staff	Pending	Date Closed

B View Form **D** Files & Notes **E** Print Summary

1 of 1 Next Last

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- The **Case Number** and **Case Name** appear at the top of the card. You can also view the **Status, Assigned Staff, Date Submitted, Date Filed, and Date Closed** information for your case depending upon where it is in the process. For example, the **Date Closed** field will not display if your case not been closed.

B

- Select “View Form” to view the completed form
- You may edit the form for your case if the Status is Unsubmitted or New.

C

- You can sort or search for a case.

D

- Select “Files & Notes” to upload, download, or delete files and/or add notes
- See section [3.7 Sending a Note to DFEH About Your Case](#)

E

- Select “Print Summary” for a printable view of your intake form Page | 46



3.7 Sending a Note to DFEH About Your Case

3.7.1 Step 1: View Submitted Cases

English

Bob Roberts

CCRS California Civil Rights System
Department of Fair Employment and Housing

Welcome Bob Roberts, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments

No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- When logged in (see section [3.2 Logging Into CCRS](#)), select “View Submitted Cases”



3.7.2 Step 2: Open the Notes Section

English

CCRS California Civil Rights System Bob Roberts

Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Show 20 Sort By Submit Date (New - Old) Search Refine filter

202110-14605527 - Roberts / Big Data			
Form Type	Employment	Date Submitted	10/27/21
Case Number	202110-14605527	Date Filed	
Status	New	Date Closed	
Assigned Staff	Pending		

View Form Files & Notes Print Summary Withdraw

First Previous 1 of 1 Next Last

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- All cases display
- Select “Files & Notes” for the case in which you want to add a note

B

- You can sort or search for a case if you have many listed here



3.7.3 Step 3: Open Notes Tab

Additional Information for 202110-14605527

Files **Notes** A

Please type your message below

Note Subject B

Description

Add note C

No notes to provided

D Close

- Select “Notes”

- Enter the **Note Subject** and **Description**

- Select “Add Note”
- Multiple notes can be added by filling in the **Note Subject** and **Description**, then selecting “Add Note” after each entry

- Select “Close” when complete



3.8 Obtaining a Right-to-Sue

3.8.1 Step 1: Start a New Form

English

Bob Roberts

CCRS California Civil Rights System
Department of Fair Employment and Housing

Welcome Bob Roberts, what would you like to do today?

A Start a New Form
Start a new Intake Form, Right-to-Sue request, or Public Records request

Resume a Form
Continue working on a form you have started but not yet submitted

View Submitted Cases
View submitted, open, and closed case records (including Right-to-Sue requests)

View Submitted Records Requests
View your open and closed records requests

Upcoming Intake Appointments

No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- When logged in (see section [3.2 Logging Into CCRS](#)), select “Start a New Form”



3.8.2 Step 2: Select the Right-to-Sue Form

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts ▾

Home Start a New Form Resume a Form View Cases View Record Requests

Start New Form

View Department of Fair Employment and Housing's [Complaint Process](#)

Please select a form to get started

Employment + Employment discrimination, harassment and/or retaliation	Immediate Right-to-Sue (for an Employment Complaint) + File an employment discrimination lawsuit instead of using the DFEH investigation process. This is advisable only if you have an attorney.	Housing + Housing discrimination, harassment and/or retaliation	Request Public Records + Submit a records request for one or more closed DFEH cases
Criminal History in Employment + Discrimination based on use of criminal history information in employment decisions	Unruh + Discrimination or harassment by business establishments	Ralph + Intimidation or acts of hate violence	Disabled Persons Act (CC54) + Discrimination in services due to a disability or medical condition.



- Select “Immediate Right-to-Sue (for an Employment Complaint)”



3.8.3 Step 3: Review Instructions

California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Start New Form

Immediate Right-to-Sue (for an Employment Complaint)
File an employment discrimination lawsuit instead of using the DFEH investigation process. This is advisable only if you have an attorney.

A Instructions

Read these instructions before you proceed.

A Right-to-Sue notice issued by the DFEH allows you to bring civil action against the person and/or employer that you are filing against within one year from the date of the notice. Once DFEH issues a Right-to-Sue notice, the department will not investigate the complaint and will not serve any documents to the person you are filing against. If you want the DFEH to conduct an investigation, do not obtain a Right-to-Sue notice. You should complete the Employment Intake Form instead.

Would you like to start a Right to Sue form?

C Cancel **B** Create Right to Sue

Criminal History in Employment
Discrimination based on use of criminal history information in employment decisions

Unruh
Discrimination or harassment by business establishments

Ralph
Intimidation or acts of hate violence

Disabled Persons Act (CC54)
Discrimination in services due to a disability or medical condition.

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Read the instructions carefully

- Select “Create Right to Sue” to continue the form

- Select “Cancel” to close the popup



3.8.4 Step 4: Get Started

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts ▾

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started A

- Get Started
- Related Parties
- Complaint Details
- Upload Files
- Demographics
- Verify & Submit

Case Summary

Case #: **202110-14608228**

Case Name:

Form Type: **Right to Sue**

Status: **Draft**

It is important that you read these instructions completely before you start the intake form.

A Right to Sue notice issued by the DFEH allows you to bring civil action against the employer and/or person that you are filing against. You must file your case in court within one year from the date of the notice. Once DFEH issues a Right to Sue notice, the department will not investigate the complaint and will not serve any documents to the person you are filing against. If you want the DFEH to review the information you provide for possible filing and investigation of a DFEH complaint, you should not obtain a Right to Sue notice. Instead go back and follow the instructions for filing a complaint.

[Further details on the complaint process.](#)

To complete the intake form you must provide information about the facts of your complaint including the person(s) and or business(es) that caused you harm. As you complete each section of the form your progress will be saved. If you are unable to complete the entire form now, you can return to change or complete the form within 30 day of starting it. If you do not submit the intake form within 30 days of first starting it, the information you provided will be deleted. YOU MUST COMPLETE AND SUBMIT THE FORM TO OBTAIN YOUR RIGHT TO SUE.

After you submit the form, we will email you a Right to Sue notice with the information you provided. If you would like to view your submission in CCRS, it will be listed under 'View Cases' in your CCRS account. If you need to amend your Right to Sue notice, find the form under 'View Cases' and click on the 'View Form' button. Make the necessary changes to the form and re-submit it. The new amended notice will be emailed to you and will also be saved to your account.

If you have any questions, contact the DFEH at contact.center@dfeh.ca.gov or by phone at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711.

Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- The form navigation menu displays on the left of the screen.
- Select any step to navigate to it.

- Instructions for the form display

- Select "Next" to continue the form



3.8.5 Step 5: Enter Related Parties

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Case Summary
Case #: 202111-14615801
Case Name:
Form Type: Right to Sue
Status: Draft

Related Parties **A**

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms **C**

Complainant – The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

Primary Parties **B**

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
B Add	Add	Add
REQUIRED	OPTIONAL	REQUIRED

Additional Respondents

Add Additional Respondent

No Additional Respondents

< Previous Next >

C

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- You will be taken to the **Related Parties** screen, where there are instructions and an explanation of terms

- Select "Add" in the **Complainant** box

- Select "Previous" to navigate to the previous form step
- Select "Next" to navigate to the next form step



3.8.5.1 Step 5a: Add Complainant



- Select “Add Myself” if you are filing your own complaint



- Select “Create and add new Entry” if you are submitting on behalf of someone else



3.8.5.2 Step 5b: Add Complainant Representative

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Case Summary
Case #: 202111-14615801
Case Name: Roberts / No Primary Respondent
Form Type: Right to Sue
Status: Draft

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms

Complainant – The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent – The business or person who the complaint is being filed against.
Additional Respondent – Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

Primary Parties

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
<p>Bob Roberts 123 A Street Sacramento, CA 95835</p> <p>Edit Remove</p>	<p>Add</p> <p>OPTIONAL</p>	<p>Add</p> <p>REQUIRED</p>

Additional Respondents

Add Additional Respondent

No Additional Respondents

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- After adding a complainant to the form, their information appears in the **Complainant** box
- Edit or remove the complainant information by selecting either “Edit” or “Remove”



- Select “Add” in the Complainant Representative box if the complainant is represented by an attorney or other party.



The screenshot displays the California Civil Rights System (CCRS) interface. At the top, the CCRS logo and name are visible, along with the user name 'Bob Roberts'. A navigation menu includes 'Home', 'Start a New Form', 'Resume a Form', 'View Cases', and 'View Record Requests'. The main content area is titled 'Related Parties' and contains an 'Instructions' box stating: 'Click on the "Add" button to add the related parties to the intake form.' A modal dialog titled 'Add Complainant Representative' is open, featuring two options: 'Add Myself' (marked with a yellow circle 'A') and 'Create and add new Entry' (marked with a yellow circle 'B'). The 'Add Myself' option includes a person icon and the text 'Add myself to this role'. The 'Create and add new Entry' option includes a plus icon and the text 'Create a new party and add them to this case'. A 'Cancel' button is located at the bottom right of the modal. In the background, a 'Case Summary' sidebar shows details for Case # 202111-14615801, Case Name 'Roberts / No Primary Respondent', Form Type 'Right to Sue', and Status 'Draft'. A table below the sidebar lists 'Bob Roberts' with address '123 A Street, Sacramento, CA 95835' and an 'Add' button.

A

- Select “Add Myself” to add yourself as the Complainant’s Representative

B

- Select “Create and add new Entry” to add a new party as the Complainant’s Representative



3.8.5.3 Step 5c: Add Primary Respondent



- After adding a complainant representative to the form, their information appears in the **Complainant Representative** box
- Edit or remove the representative information by selecting either “Edit” or “Remove”



- Select “Add” in the **Primary Respondent** box



A screenshot of the California Civil Rights System (CCRS) web application. The interface is in English and shows the user 'Bob Roberts'. The main content area is titled 'Related Parties' and includes an 'Instructions' section. A modal dialog box titled 'Add Respondent' is open, with the subtitle 'Entity or person alleged to have committed a practice made unlawful'. Inside the dialog, there is a button labeled 'Create and add new Entry' with a plus icon, and a 'Cancel' button. A yellow circle with the letter 'A' is overlaid on the 'Create and add new Entry' button. The background shows a sidebar with navigation options like 'Get Started', 'Related Parties', 'Complaint Details', 'Upload Files', 'Demographics', and 'Verify & Submit'. A 'Case Summary' section is visible on the left, showing case details for 'Roberts / No Primary Respondent'.



- Select “Create and add new Entry” to add the Respondent to your complaint



English

CCRS California Civil Rights System Bob Roberts

Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Case Summary
Case #: 202110-14606227
Case Name: Roberts / Big Data
Form Type: Right to Sue
Status: Draft

Related Parties

Instructions

Click on the "Add" button to add the related parties to the intake form.

Explanation of Terms

Complaint - A signed, written document requesting that the Department of Fair Employment and Housing investigate the allegation(s) of discrimination, harassment, or retaliation.
Complainant - The individual filing the complaint.
Complainant Representative - A person who is fully authorized to represent the Complainant.
Primary Respondent - The business or person who the complaint is being filed against.
Additional Respondent - Any additional businesses or persons who the complaint is being filed against.
Respondent Representative - The person who is fully authorized to represent the Respondent.

Primary Parties

COMPLAINANT	COMPLAINANT REPRESENTATIVE	PRIMARY RESPONDENT
Bob Roberts 123 A Street Sacramento, CA 95835	Add	Big Data No address entered
Edit Remove	OPTIONAL	Edit Remove

Additional Respondents

No Additional Respondents

Add Additional Respondent

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TDD) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- You may add additional respondents by clicking the **Add Additional Respondent** button (optional)

B

- Click **Next** to go to the **Complaint Details** screen



3.8.6 Step 6: Enter Complaint Details

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Bob Roberts

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Case Summary
Case #: 202110-14606227
Case Name: Roberts / Big Data
Form Type: Right to Sue
Status: Draft

Complaint Details

* Most Recent Date of Harm **A** Harm ongoing: **B** Is Harm ongoing?

Missing: Most recent date of harm must be entered.

Missing: Must select at least one: discrimination; harassment; retaliation;

I allege that I have experienced discrimination
 I allege that I have experienced harassment
 I allege that I have experienced retaliation

Briefly describe what you believe to be the reason(s) for the discrimination, harassment, or retaliation. (Optional):

< Previous Next > **C**

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Enter the required information
- Required information is denoted by both an asterisk following the field label and the field label displaying in a bold red font

- Once you select a checkbox, additional information will display to allow you to select the basis of your complaint and the harm you are alleging

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step



3.8.7 Step 7: Upload Files

English

CCRS California Civil Rights System Bob Roberts

Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Upload Files

All documents submitted to the DFEH by any party, whether uploaded to this website or sent by other means, are public records that may be subject to disclosure under the California Public Records Act, Government Code section 6250 et seq.

Save & Upload

Upload Files Or drop files

No files to download

< Previous Next >

Case Summary
Case #:
202110-14606227
Case Name:
Roberts / Big Data
Form Type:
Right to Sue
Status:
Draft

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- Select “Upload Files” to include attachments with the form



- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step



3.8.8 Step 8: Enter Demographics

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Case Summary
Case #: 202110-14606227
Case Name: Roberts / Big Data
Form Type: Right to Sue
Status: Draft

Demographics

Demographic information for the primary complainant
THIS INFORMATION IS OPTIONAL AND IS ONLY USED FOR STATISTICAL PURPOSES

Birthdate: [Text Field] Gender or Gender Identity: [Dropdown] Disability:
 AIDS or HIV
 Blood/Circulation
 Brain/Nerves/Muscles
 Digestive/Urinary/Reproduction
 Hearing
 Heart
 Limbs (Arms/Legs)
 Mental
 Sight
 Speech/Respiration
 Spinal/Back/Respiration
 Other Disability

Marital Status: [Dropdown] National Origin: [Dropdown]

Ethnicity: [Dropdown] Race: [Dropdown]

Primary Language: [Dropdown]

Religion: [Dropdown] Sexual Orientation: [Dropdown]

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Enter optional demographic information

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step



3.8.9 Step 9: Verify & Submit

English

CCRS California Civil Rights System Department of Fair Employment and Housing Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Verify & Submit

By submitting this complaint, you are declaring under penalty of perjury under the laws of the State of California that, to the best of your knowledge, all information contained in this complaint is true and correct, except matters stated on your information and belief, and you declare that those matters you believe to be true.

Printable View

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

Right to Sue

This document is not your proof of submission. Complete the submission process within 30 days to initiate DFEH review. After 30 days, all information provided will be erased from the DFEH website.

Roberts / Big Data

INSTRUCTIONS
Are you filing for someone else:

COMPLAINANT INFORMATION
Name: **Bob Roberts**
Address: **123 A Street**
City/State/Zip: **Sacramento, CA 95835**
Telephone:
Mobile:

Case Summary
Case #: 202110-14606227
Case Name: Roberts / Big Data
Form Type: Right to Sue
Status: Draft

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- Verify the form summary **A**
- Select "Printable View" for a printer-friendly version of the form **B**



3.9 Amending a Right-to-Sue

3.9.1 Step 1: View Submitted Cases

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Welcome Bob Roberts, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments

No upcoming appointments

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- When logged in (see section [3.2 Logging Into CCRS](#)), select “View Submitted Cases”



3.9.2 Step 2: Open the Form

The screenshot displays the California Civil Rights System (CCRS) interface. At the top, there is a header with the CCRS logo, the text "California Civil Rights System", and "Department of Fair Employment and Housing". A user profile "Bob Roberts" is visible in the top right. Below the header is a navigation menu with options: Home, Start a New Form, Resume a Form, View Cases (highlighted), and View Record Requests. The main content area includes a "Show" dropdown set to "20", a "Sort By" dropdown set to "Submit Date (New - Old)", and a search bar. A table displays case information for "202110-14605527 - Roberts / Big Data". Below the table are buttons for "View Form", "Files & Notes", "Print Summary", and "Withdraw". At the bottom, there are pagination controls: "First", "Previous", "1 of 1", "Next", and "Last".

Form Type	Employment	Date	10/27/21
Case Number	202110-14605527	Submitted	
Status	New	Date Filed	
Assigned Staff	Pending	Date Closed	

A

- All cases display
- Find the Right-to-Sue that you want to amend, select "View Form"

B

- You can sort or search for a case if you have many listed



3.9.3 Step 3: Edit the Right-to-Sue Form

The screenshot shows the CCRS user interface. At the top, there is a header with the CCRS logo, the text 'California Civil Rights System Department of Fair Employment and Housing', and a user profile 'Bob Roberts'. Below the header is a navigation bar with links: Home, Start a New Form, Resume a Form, View Cases, and View Record Requests. On the left side, there is a vertical navigation menu with the following items: Get Started (highlighted), Related Parties, Complaint Details, Upload Files, Demographics, and Verify & Submit. Below the menu is a 'Case Summary' box containing: Case #: 202110-14608228, Case Name:, Form Type: Right to Sue, and Status: Draft. The main content area is titled 'Get Started' and contains instructions for filing a Right to Sue notice. At the bottom of the main content area, there is a 'Next >' button. A footer at the very bottom provides contact information for accommodations.

A

- Use the form navigation menu to navigate to the sections requiring amendment
- See section [3.8 Obtaining a Right-to-Sue](#) for details on completing the form

B

- Select “Next” to continue editing the form



3.10 Requesting Public Records

3.10.1 Step 1: Start a New Form



- When logged in (see section [3.2 Logging Into CCRS](#)), select “Start a New Form”



3.10.2 Step 2: Select the Request Public Records Form

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts ▾

Home Start a New Form Resume a Form View Cases View Record Requests

Start New Form

View Department of Fair Employment and Housing's [Complaint Process](#)

Please select a form to get started

Employment Employment discrimination, harassment and/or retaliation	Immediate Right-to-Sue (for an Employment Complaint) File an employment discrimination lawsuit instead of using the DFEH investigation process. This is advisable only if you have an attorney.	Housing Housing discrimination, harassment and/or retaliation	Request Public Records Submit a records request for one or more closed DFEH cases
Criminal History in Employment Discrimination based on use of criminal history information in employment decisions	Unruh Discrimination or harassment by business establishments	Ralph Intimidation or acts of hate violence	Disabled Persons Act (CC54) Discrimination in services due to a disability or medical condition.



- Select “Request Public Records”



3.10.3 Step 3: Review Instructions

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Start New Form
View Department of Fair Employment and Housing's [Complaint Process](#)

Request Public Records
Submit a records request for one or more closed DFEH cases

Would you like to start a Public Records Request?

Cancel Request Public Records

Criminal History in Employment
Discrimination based on use of criminal history information in employment decisions

Unruh
Discrimination or harassment by business establishments

Ralph
Intimidation or acts of hate violence

Disabled Persons Act (CC54)
Discrimination in services due to a disability or medical condition.

Government Code 11185 Government Code 12690(a) Sexual Harassment Prevention Training Human Trafficking

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- Select “Request Public Records” to continue the form



- Select “Cancel” to close the popup



3.10.4 Step 4: Get Started

English

CCRS California Civil Rights System Bob Roberts

Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started Request Details Upload Files Verify & Submit

Get Started

Step 1: Submit Request

Please complete the Public Records Request Form with all required information. The information you provide is saved as you click on each screen. You may resume the session within 30 days to complete the request by logging in with your User ID. If you do not complete the request within 30 days, however, the information will disappear and you will need to restart the process.

YOU MUST COMPLETE THE ENTIRE PROCESS AND CLICK "SUBMIT" TO COMPLETE YOUR REQUEST.

After you submit the form you will receive a confirmation email with your Public Records Request (PRA) number and a brief summary of the information being requested. Once you have submitted your request, you may not change the request to seek additional records. If you need additional records, you must complete and submit another request.

Step 2: Fees and Payment

If the Department of Fair Employment and Housing (DFEH) determines that it will not apply a fee to your request, DFEH will process your request. However, if payment is required, you will receive an invoice within 10 days of submission of your request and DFEH will process your request when it receives payment. If DFEH does not receive payment within 30 days, DFEH will close the request.

DFEH will determine whether to apply a fee to your request based on the following guidelines:

A. Processing Fee

There may be an hourly fee if your request seeks records that are only produced at otherwise regularly scheduled intervals or the request requires data compilation, extraction, or programming.

B. Copying and Mailing Fee

DFEH will not charge a fee for documents sent by email. If you request delivery of a paper copy, DFEH will charge a fee of \$0.10 per page for copying plus the cost of mailing via USPS First-Class Mail.

Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- The form navigation menu displays on the left of the screen.
- Select any step to be navigated to it. The steps vary depending on the form type.



- Instructions for the form display



- Select "Next" to continue the form



3.10.5 Step 5: Enter Request Details

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Request Details
Upload Files
Verify & Submit

Request Details

*** Is this request related to a DFEH Complaint?**
Select...

*** Specify Documents Requested** *** Delivery Preference** *** Type of Requestor**

Select... Select... --None--

< Previous Next >

Case Summary
Request #:
202110-03680127
Form Type:
PRA
Status:
Draft

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Enter the required information
- Required information is denoted by both an asterisk following the field label and the field label displaying in a bold font

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step



3.10.6 Step 6: Upload Files

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Request Details
Upload Files
Verify & Submit

Upload Files

All documents submitted to the DFEH by any party, whether uploaded to this website or sent by other means, are public records that may be subject to disclosure under the California Public Records Act, Government Code section 6250 et seq.

Save & Upload

Upload Files Or drop files

No files to download

Case Summary

Request #: 202110-03680127

Form Type: PRA

Status: Draft

< Previous Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Select “Upload Files” to include attachments with the form

B

- Select “Previous” to navigate to the previous form step
- Select “Next” to navigate to the next form step



3.10.7 Step 7: Verify & Submit

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Request Details
Upload Files
Verify & Submit

Verify & Submit

From here you can generate a printout of all the information you have entered thus far by clicking the VIEW/PRINT INTAKE button above. This is not necessary and is intended only to facilitate review of the information you provided prior to submission. YOU HAVE NOT YET SUBMITTED YOUR PUBLIC RECORDS REQUEST. Click SUBMIT below to proceed to finalize your PRA request.

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
Public Records Request

This document is not your proof of submission.
Complete and submit the online form within 30 days to initiate the PRA process. Unsubmitted forms are removed after 30 days from the CCRS website.
Request Number: 202110-03680127

REQUESTOR INFORMATION
Name: **Bob Roberts**
Address: **123 A Street**
City/State/Zip: **Sacramento, CA 95835**
Telephone:

Case Summary
Request #: **202110-03680127**
Form Type: **PRA**
Status: **Draft**

Printable View

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- Verify the form summary



- Select “Printable View” for a printer-friendly version of the form



Is this related to a DFEH complaint? No

Specify Documents: **Document**

Delivery Preference: **Email - Free**

Type of Requestor: **3rd Party request – Not directly affiliated to the case**

Following is a list of uploaded document(s)

Document Name	Update Date/Time
Big Data File	10/27/2021 17:0

NOT A LEGALLY BINDING DOCUMENT. This document does not constitute proof of submission of a Public Records Request form with the DFEH.

By submitting this form you are declaring under penalty of perjury, under the laws of the State of California, that to the best of your knowledge all information contained in this Public Records Request is true and correct, except matters stated on your information and belief, and you declare that those matters you believe to be true.

A

B

English

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- Select “Submit” to complete the form
- If you are not ready to submit your form, you can come back and finish it within 30 days of starting it



- Select “Previous” to navigate to the previous form step



3.11 Rescheduling an Intake Appointment

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Welcome Bob Roberts, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

A Upcoming Intake Appointments

20

Case Number	Case Name	Appointment Date	Time Slot	Actions
202110-14605527	Roberts / No Primary Respondent	Friday, November 12, 2021	9AM-10AM	View/Edit Reschedule

First Previous 1 of 1 Next Last

B

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- When logged in (see section [3.2 Logging Into CCRS](#)), view your appointments in the “Upcoming Intake Appointments” section

- Select “Reschedule” to reschedule your appointment
- This will bring you to your original intake form



Note: You will not be able to reschedule an intake appointment if it is within the next 24 hours. If you still need to reschedule, contact DFEH at contact.center@dfeh.ca.gov or call (800) 884-1684 for assistance.



English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts ▾

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started

- Get Started
- Related Parties
- Complaint Details
- Upload Files
- Appointment**
- Demographics
- Verify & Submit

Case Summary

Case #: 202110-14605527

Case Name: Roberts / No Primary Respondent

Form Type: Employment

Status: New

Get Started

Appointment Information

You currently have an appointment scheduled on Friday, November 12, 2021 during the 9AM-10AM hour.

It is important that you read these instructions completely before you start the intake form.

Submitting an intake form does not constitute the filing of a complaint. By submitting this form, you are asking the Department of Fair Employment and Housing (DFEH) to review the information you provide for possible filing and investigation of a DFEH complaint. After the completion and submission of this intake form you will be scheduled for an intake interview with a DFEH representative. The DFEH representative will determine if a complaint can be accepted for investigation. Your submission of this document acknowledges that you have read and agree to the [DFEH's Privacy Policy](#).

To complete the intake form you must provide information about the facts of your complaint including the person(s), business(es) or landlord that caused you harm. As you complete each section of the form your progress will be saved. If you are unable to complete the entire form now you can return to change or complete the form within 30 days of starting it. If you do not submit the Intake Form within 30 days of first starting it, the information you provided will be deleted. YOU MUST COMPLETE AND SUBMIT THE FORM FOR THE DFEH TO REVIEW IT.

[Further details on the complaint process.](#)

Please call the DFEH at 800-684-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 if you are not sure if this is the correct Intake Form for your case, or for any other questions.

Do you require special accommodation when interacting with DFEH?

Do you require a language interpreter when interacting with DFEH?

Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- Use the Navigation Panel to view the appointment screen by selecting “Appointment”



English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts ▾

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Appointment

Appointment Information

You currently have an appointment scheduled on Friday, November 12, 2021 during the 9AM-10AM hour.

* Phone Number to Contact (123) 456-7890 * Phone Type Home

You currently have an appointment scheduled on Friday, November 12, 2021 during the 9AM-10AM hour.

A Reschedule

< Previous Next >

Case Summary
Case #: 202110-14605527
Case Name: Roberts / No Primary Respondent
Form Type: Employment
Status: New

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- Click the “Reschedule” button



California Civil Rights System

Department of Fair Employment and Housing

English
Bob Roberts ▾

[Home](#) [Start a New Form](#) [Resume a Form](#) [View Cases](#) [View Record Requests](#)

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Appointment

Appointment Information

You currently have an appointment scheduled on Friday, November 12, 2021 during the 9AM-10AM hour.

*** Phone Number to Contact**

*** Phone Type**

Select a date and time for your intake interview below

Monday Nov 15 2021	Tuesday Nov 16 2021	Wednesday Nov 17 2021	Thursday Nov 18 2021	Friday Nov 19 2021
8AM-9AM	8AM-9AM	8AM-9AM	8AM-9AM	8AM-9AM
9AM-10AM	9AM-10AM	9AM-10AM	9AM-10AM	9AM-10AM
10AM-11AM	10AM-11AM	10AM-11AM	10AM-11AM	10AM-11AM
11AM-12PM	11AM-12PM	11AM-12PM	11AM-12PM	11AM-12PM
12PM-1PM	12PM-1PM	12PM-1PM	12PM-1PM	12PM-1PM
1PM-2PM	1PM-2PM	1PM-2PM	1PM-2PM	1PM-2PM
2PM-3PM	2PM-3PM	2PM-3PM	2PM-3PM	2PM-3PM
3PM-4PM	3PM-4PM	3PM-4PM	3PM-4PM	3PM-4PM
4PM-5PM	4PM-5PM	4PM-5PM	4PM-5PM	4PM-5PM
5PM-6PM	5PM-6PM	5PM-6PM	5PM-6PM	5PM-6PM

< Previous Week
B
Next Week >

< Previous
Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- Select a date and time you would like to use to reschedule your appointment. Appointments with an X are not available.

B

- Click “Next Week” to navigate the calendar to view more available times if you do not see a time that works for you
- Once you have selected an intake appointment it is reserved for 60 minutes until you re-submit your form



English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Get Started
Related Parties
Complaint Details
Upload Files
Appointment
Demographics
Verify & Submit

Verify & Submit

A Appointment Information

You currently have an appointment slot reserved on Wednesday, March 9, 2022 during the 2PM-3PM hour.
Your current appointment reservation will expire in 49 minutes.

By submitting this complaint, you are declaring under penalty of perjury under the laws of the State of California that, to the best of your knowledge, all information contained in this complaint is true and correct, except matters stated on your information and belief, and you declare that those matters you believe to be true.

B Printable View

Case Summary

Case #:
202110-14608128

Case Name:
Roberts / Big Data

Form Type:
Employment

Status:
Draft

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

Employment Discrimination, Harassment, Retaliation

This document is not your proof of submission. Complete the submission process within 30 days to initiate DFEH review. After 30 days, all information provided will be erased from the DFEH website.

Roberts / Big Data

COMPLAINANT INFORMATION

Name: **Bob Roberts**

- Verify the form summary, including the rescheduled appointment date and time

- Select “Printable View” for a printer-friendly version of the form



RESPONDENT AND CO-RESPONDENT(S)

Name	Address	Telephone	Mobile	Email
Big Data	1234 Main Street Sacramento, CA 95825			

DATES OF HARM
First Date of Harm: 10/1/2021
Most Recent Date of Harm: 10/26/2021
Is the harm continuing?: Yes

I ALLEGE THAT I EXPERIENCED DISCRIMINATION:

Because of my actual or perceived: Age (40 and over)
Other

As a result I was: Asked impermissible non-job-related questions
Other

I ALLEGE THAT I EXPERIENCED HARASSMENT:

Because of my actual or perceived: Age (40 and over)
Other

I ALLEGE THAT I EXPERIENCED RETALIATION:

Because I: Participated as a witness in a discrimination or harassment complaint

As a result I was: Other

Briefly describe what you believe to be the reason(s) for the discrimination, harassment, or retaliation. (Optional)

Do you need special accommodations? No

Do you need a language Interpreter? No

Appointment
Contact phone number: (916) 555-1234
Appointment date: 3/9/2022
Appointment hour: 2PM-3PM
Appointment status: New

NOT A LEGALLY BINDING DOCUMENT. This document does not constitute proof of filing of a Employment form with the DFEH. For additional information, please visit www.dfeh.ca.gov or contact the DFEH at 800-884-1684.

A Submit

B < Previous



- Select “Submit” to save your changes and complete the form
- If you are not ready to submit your form, you can come back and finish it within 30 days of starting it.



- Select “Previous” to navigate to the previous form step



3.12 Withdrawing an Intake Form

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Welcome Bob Roberts, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments

20

Case Number	Case Name	Appointment Date	Time Slot	Actions
202110-14605527	Roberts / No Primary Respondent	Friday, November 12, 2021	9AM-10AM	View/Edit Reschedule

First Previous 1 of 1 Next Last

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- When logged in (see section [3.2 Logging Into CCRS](#)), click “View Submitted Cases”



English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts

Home Start a New Form Resume a Form View Cases View Record Requests

Show 20 Sort By Submit Date (New - Old) Search

202110-14605527 - Roberts / No Primary Respondent

Form Type	Employment	Submit Date	10/27/21
Case Number	202110-14605527	Filed Date	
Status	New	Closed Date	
Assigned Staff	Pending		

View Form Files & Notes Print Summary Withdraw

First Previous 1 of 1 Next Last

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- The **Case Number** and **Case Name** appear at the top of the card. You can also view the **Status**, **Assigned Staff**, **Date Submitted**, **Date Filed**, and **Date Closed** information for your case depending upon where it is in the process. For example, the **Date Closed** field will not display if your case not been closed.
- Find the open case that you wish to withdraw and click the "Withdraw" button
- If the withdraw button does not display for the case you wish to withdraw, you will need to discuss your request with the assigned investigator.

B

- You can sort or search for a case if you have many listed



- Select a **Withdraw Reason**

- Select “Yes I would like to withdraw my case”
- Remember, DFEH will discontinue its investigation if you choose to withdraw your case.

- If you no longer want to withdraw, select “No I decline to withdraw”



3.13 Viewing an Issued Immediate Right-to-Sue

English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts ▾

Welcome Bob Roberts, what would you like to do today?

- Start a New Form**
Start a new Intake Form, Right-to-Sue request, or Public Records request
- Resume a Form**
Continue working on a form you have started but not yet submitted
- A View Submitted Cases**
View submitted, open, and closed case records (including Right-to-Sue requests)
- View Submitted Records Requests**
View your open and closed records requests

Upcoming Intake Appointments

20 ▾

Case Number	Case Name	Appointment Date	Time Slot	Actions
202110-14605527	Roberts / No Primary Respondent	Friday, November 12, 2021	9AM-10AM	View/Edit Reschedule

First Previous 1 of 1 Next Last

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

- When logged in (see section [3.2 Logging Into CCRS](#)), click “View Submitted Cases”



English

CCRS California Civil Rights System Bob Roberts

Department of Fair Employment and Housing

Home Start a New Form Resume a Form View Cases View Record Requests

Show 20 Sort By Submit Date (New - Old) Search

Refine filter

202110-14604726 - Roberts / adfadf

Form Type	Right to Sue	Submit Date	10/26/21
Case Number	202110-14604726	Filed Date	10/26/21
Status	Closed	Closed Date	10/26/21

View Form Files & Notes Print Summary

First Previous 1 of 1 Next Last

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.

A

- All cases display
- Find the right-to-sue that you need the documents for

B

- You can sort or search for a case if you have many listed

C

- Click Print Summary to view your completed Right-To-Sue Form



English

CCRS California Civil Rights System
Department of Fair Employment and Housing

Bob Roberts ▾

Home Start a New Form Resume a Form View Cases View Record Requests

A Get Started
Related Parties
Complaint Details
Upload Files
Demographics
Verify & Submit

Get Started

It is important that you read these instructions completely before you start the intake form.

A Right to Sue notice issued by the DFEH allows you to bring civil action against the employer and/or person that you are filing against. You must file your case in court within one year from the date of the notice. Once DFEH issues a Right to Sue notice, the department will not investigate the complaint and will not serve any documents to the person you are filing against. If you want the DFEH to review the information you provide for possible filing and investigation of a DFEH complaint, you should not obtain a Right to Sue notice. Instead go back and follow the instructions for filing a complaint.

[Further details on the complaint process.](#)

To complete the intake form you must provide information about the facts of your complaint including the person(s) and or business(es) that caused you harm. As you complete each section of the form your progress will be saved. If you are unable to complete the entire form now, you can return to change or complete the form within 30 day of starting it. If you do not submit the intake form within 30 days of first starting it, the information you provided will be deleted. YOU MUST COMPLETE AND SUBMIT THE FORM TO OBTAIN YOUR RIGHT TO SUE.

After you submit the form, we will email you a Right to Sue notice with the information you provided. If you would like to view your submission in CCRS, it will be listed under 'View Cases' in your CCRS account. If you need to amend your Right to Sue notice, find the form under 'View Cases' and click on the 'View Form' button. Make the necessary changes to the form and re-submit it. The new amended notice will be emailed to you and will also be saved to your account.

If you have any questions, contact the DFEH at contact.center@dfeh.ca.gov or by phone at 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711.

Next >

If you need an accommodation for a disability in order to complete a form, call 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711. Or you can email us at accommodations@dfeh.ca.gov.



- Use the Navigation Panel to navigate your Right to Sue Form



Appendix A: Release Notes

Release 1.0

The initial version of the CCRS application was deployed November 29, 2017.

Release 2.0

The following changes have been made in Release 2.0:

Artifact	Section / Page	Change
User Guide	N/A	New for Release 2.0.
CCRS	N/A	Updated with improved user flow and additional accessibility features.